

## **Georgia Department of Transportation**

### **Job Qualifications for Consultant Services** **“Relocation Services”**

#### **Consultant Activity Relocation Minimum Qualifications**

##### **Job Description**

Under supervision of the District ROW Team Leader, the Consultant Coordinator or the Consultant Program Manager the Consultant will perform the necessary relocation services on the assigned project in accordance with the Uniform Act, the Georgia ROW Manual and the Scope of Services for the Relocation Contract.

##### **Minimum Qualifications**

**Three years** full time work experience in ROW Relocation Activities with a Governmental Agency. A portion of this experience must have occurred within the past 5 calendar year period.

Knowledge of the Uniform Act and the Georgia ROW Manual

Ability to work well with an audience that may include an extremely wide segment of society.

##### **Qualifications Statements**

1. Consultant must possess the knowledge and ability to perform ROW Relocation Services for both State and Federally funded projects. Must have knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended: (Title 49, Code of Federal Regulations, Part 24 and Title 23, Part 710) (Uniform Act). This knowledge and ability must be acquired through a minimum of **three** years full-time work experience with a governmental agency performing Relocation tasks which must include complex business and residential relocations. Written references are required.

2. Consultant must have the ability to read, comprehend and complete the required and necessary forms/documents/reports/titles used in all ROW Relocation activities related to the Uniform Act, the Georgia ROW Manual and the Scope of Services for the Relocation Contract.
3. Consultant must possess the ability to write legible, effective and concise records used in the Relocation Program.
4. Consultant is capable of presenting relocation benefits packages in a timely manner to property owners or any other persons that have any relocation interest in the property being acquired in accordance with the Uniform Act, the Georgia ROW Manual, the Scope of Services for the Relocation Contract and all current ROW Memos.
5. Consultant **MUST be available to personally contact** owners and affected parties to review and explain all relocation benefits and documents and any other information pertinent to ROW relocation services.
6. Consultant must have the ability to thoroughly record and legibly document all ROW Relocation activities that occur which may include, but is not limited to: phone calls, individual meetings, multiple-party meetings, objections to any matters of record or issues presented, contradictory to or in support of any issues, legal proceedings, and matters of title to property.
7. Consultant must demonstrate either verbally or in writing through a minimum of ten (10) examples of previously completed work, the ability to perform complex ROW Relocation Services for both State and Federally funded projects administered under the Uniform Act and the Georgia ROW Manual.
8. Consultant shall submit to the Team Leader, Consultant Coordinator or Consultant Program Manager all pertinent information relative to Relocation Activities on a timely basis in order that Tpro reporting system may be updated.

9. Consultant must have the ability to work well under pressure with any and all others that may be involved in any Relocation matter while displaying at all times professionalism and determination to resolve and bring to closure any Relocation proceedings.

10. Consultant shall ensure that appraisals or Relocation Housing Studies and any other CONFIDENTIAL INFORMATION and material ARE NOT given to anyone outside the Department without PRIOR WRITTEN AUTHORIZATION and ensure that all files/documentation are available for review by DOT/FHWA at all times and that any and all information kept on file is the property of the Department and delivered to DOT on a continual, timely basis.

11. Consultant must have the ability to maintain any educational requirements and ability to further expand knowledge through attendance of and successful completion of any educational courses/classes/training that may be required or offered for further development for Relocation abilities or further ROW activities.